



Chapter 3

Career Field Descriptions

Acquisition Logistics

Auditing

***Business, Cost Estimating, and
Financial Management***

Contracting

Facilities Engineering

Industrial and/or Contract Property Management

Information Technology

Manufacturing, Production, and Quality Assurance

Program Management

Purchasing

Science and Technology

***Systems Planning, Research,
Development and Engineering***

Test and Evaluation



Career Field Descriptions

This chapter provides position category descriptions that are defined in terms of acquisition-related duties. The acquisition career fields described are:

- Acquisition Logistics
- Auditing
- Business, Cost Estimating, and Financial Management
- Contracting
- Facilities Engineering
- Industrial and/or Contract Property Management
- Information Technology (formerly Communications-Computer Systems)
- Manufacturing, Production, and Quality Assurance
- Program Management
- Purchasing
- Science and Technology
- Systems Planning, Research, Development and Engineering
- Test and Evaluation

ACQUISITION LOGISTICS

The Acquisition Logistics career field includes individuals who are involved in support activities as defined in DoD Directive 5000.1 and DoD Regulation 5000.2-R. They manage logistics activities associated with procurement, integration, and fielding support systems/environment, weapons systems/equipment, or system modifications.

AUDITING

The mandatory education, experience, and training requirements for the Auditing career field apply to contract auditors. Persons in this career field perform contract auditing, accounting, and financial advisory services to DoD and other government agencies in negotiations, administrations, and settlement of contracts and subcontracts. Duties include evaluating information about contractor economic assertions, comparing those assertions to established criteria, and reporting the results to interested third parties. Some reasons for audits include proposal submissions, incurred cost, compliance with the "Truth in Negotiations Act," compliance with cost accounting standards, contract terminations, claims for abnormal conditions, contractor financial condition, and contractor systems and operations.

BUSINESS, COST ESTIMATING, AND FINANCIAL MANAGEMENT

This career field encompasses all aspects of business financial management. It includes cost analysis, financial planning, formulating financial programs and budgets, budget analysis and execution, and earned value management. As an advisor to commanders, Program Executive Offices (PEOs), program managers, or other acquisition decision makers, individuals of this career field are responsible for business financial management of defense acquisition programs in direct support of the defense acquisition process.

CONTRACTING

The Contracting career field includes the positions of contract negotiator, contract specialist, contract termination specialist, contract administrator, procurement analyst, administrative contracting officer, procuring contracting officer, contract price and/or cost analyst, contracting officer, and termination contracting officer.

Individuals in this career field develop, manage, supervise, or perform procedures involving the procurement of supplies and services; construction, research, and development; acquisition planning; cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases of contract administration; and termination or closeout of contracts. Employees are required to have knowledge of the legislation, policies, regulations, and methods used in contracting, as well as knowledge of business and industry practices, sources of supply, cost factors, cost and price analysis techniques, and general requirements characteristics.

FACILITIES ENGINEERING

The Facilities Engineering career field encompasses a variety of professional individuals with diverse skills focused on the design, construction, and life-cycle maintenance of military installations, facilities, civil works projects, airfields, roadways, and ocean facilities. It involves all facets of life-cycle management from planning through disposal, including design, construction, environmental protection, base



operations and support, housing, real estate, and real property maintenance. Additional duties include advising or assisting commanders, and acting as or advising program managers and other officials as necessary in executing all aspects of their responsibilities for facility management and the mitigation/elimination of environmental impact in direct support of the defense acquisition process. Certification standards for this new career field are still in coordination and will be published when they are finalized.

INDUSTRIAL AND/OR CONTRACT PROPERTY MANAGEMENT

This career field includes the industrial property management specialist, property administrator, industrial plant clearance specialist, plant clearance officer, and contract and industrial specialist (if assigned property management responsibilities). Individuals in this career field include personnel who perform, manage, supervise, or develop policies and procedures for government property. It may involve the acquisition, control, management, use, and disposition of government-owned property used by contractors or for storage to support future contractual requirements.



Responsibilities include providing guidance, counsel, and direction to government and contractor managers and technicians relating to regulatory and contractual requirements for managing government property; participating in pre-award surveys and post-award reviews; reviewing contracts assigned for property administration; evaluating a contractor's property management system; and developing and applying property systems analysis programs to assess the effectiveness of contractors' government property management systems.

These functions are normally performed by property administrators as part of the contract administration team and as required by Parts 42.3, 45, and 245 of the Federal Acquisition Regulation (FAR) and Defense FAR Supplement (DFARS). Plant Clearance Officers are responsible for performing the duties necessary to dispose of excess and surplus contractor inventory in accordance with Part 45.6 of the FAR and Part 245.6 of the DFARS requirements.

INFORMATION TECHNOLOGY

This career field (formerly the Communications-Computer Systems career field) includes computer scientists, information technology management specialists, computer engineers, telecommunications managers, etc., who directly support the acquisition of information technology. This may include hardware, software, or firmware products used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. The employee identifies requirements; writes and/or reviews specifications; identifies costs; obtains resources (manpower, funding, and training); and tests, evaluates, plans, obtains, and manages life-cycle development and support (operations, maintenance, and replacement).

MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE

Acquisition-related manufacturing and production duties vary greatly in managerial, administrative and technical content; but they usually involve program management or the monitoring of the manufacturing and production efforts of contractors.

The quality assurance specialist manages quality assurance activities to establish essential quality standards and controls. This person also develops and executes plans that focus on quality of design and conformance and fitness for use; integrates quality

plans into the system engineering process; and develops policies, procedures, test provisions, and quality requirements in specifications, standards, and solicitations. Using design reviews, functional and configuration audits, production readiness reviews, and milestone reviews, the specialist evaluates quality assurance during acquisition.

PROGRAM MANAGEMENT

Acquisition professionals in the Program Management career field are concerned with all of the functions of a Program Management Office (PMO) or a Program Executive Office (PEO). Program management professionals serve in a wide range of PMO and PEO positions, from program integrators and analysts to program managers and program executive officers, their deputies, and in a number of support and management positions throughout the Workforce. The fundamental responsibilities of the program manager are to balance the many factors that influence cost, schedule, and performance; to interpret and tailor the DoD 5000 series regulations; and to ensure that high quality, affordable, supportable, and effective defense systems are delivered to the warfighter as quickly as possible.

PURCHASING

Individuals in the Purchasing career field are typically purchasing agents or supervisory purchasing agents. This function requires the individuals to purchase, rent, or lease supplies, services, and equipment through either formal open-market methods or formal competitive bid procedures with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements. It requires knowledge of commercial supply sources and of common business practices for roles, prices, discounts, deliveries, stocks, and shipments.

SCIENCE AND TECHNOLOGY

Science and Technology (S&T) managers are typically scientists and engineers involved in the Concept and Technology Development Phase and/or the System Development and Demonstration Phase of the Defense Acquisition Process. Primary duties include developing overall program goals for S&T funds; acquiring the services of scientists, engineers, and technical support personnel – experts in their fields – to perform science and technology research for DoD; providing funds to and oversight of S&T

performers, including universities, industry, and Federal Government organizations; and interfacing with the technology customer to expedite the transition of technology to the user. Certification standards for this new career field are still in coordination and will be published when they are finalized.

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

Personnel in this field are usually engineers and scientists who perform systems planning, research and development, and/or other engineering tasks. These individuals, who directly support acquisition programs, projects, or activities, may include managers or technical specialists in engineering, chemistry, physics, operations research, mathematics, and computer science fields. These positions require the incumbent to plan, organize, monitor, oversee, and/or perform engineering activities that relate to the design, development, fabrication, installation, modification, or analysis of systems or system components. Duties may require identification, establishment, organization, or implementation of acquisition engineering objectives and policies or establishment of specifications.

TEST AND EVALUATION

Individuals who work in this field are usually engineers, scientists, operations researchers, computer scientists, and other degree-holding technical personnel who perform test and evaluation tasks in support of acquisition. The field includes managers and technical specialists in engineering, physics, operations research, mathematics, and computer science fields. They are responsible for planning, monitoring, conducting, and evaluating tests of prototype, new, or modified weapon systems equipment or materiel. Individuals also analyze, assess, and evaluate test data and results; prepare assessments of the data; and write reports of the findings.



